

## Parents on site at Longwood

We will continue to minimise the number of parents entering the school building or grounds. Entry is only allowed if it is necessary for the parent to enter. This is for safeguarding reasons as well as Covid-19 reasons.

No parents will be allowed to enter the building before 7<sup>th</sup> September.

### Drop-off and pick-up procedures after 7<sup>th</sup> September

**Frogmore** – parents should drop off and pick up from the door to the Frogmore room. They should enter Longwood via the main door and turn left through Moatfield. Care must be taken to ensure that no nursery child exits the nursery when the door is opened. Parents are not allowed beyond the gate into Frogmore.

**Springwell and Moatfield**- parents should drop off and pick up from the door to Moatfield. Care must be taken to ensure that no nursery child exits the nursery when the door is opened. Parents should take care not to cause the area at this door to become congested. Parents may stand outside the building and their child can be dropped off or picked up from there.

**Fisher** – Parents dropping off before 8.15am should do so at the door to Moatfield. After 8.15, they should drop off at reception. A member of the Fisher team will be called by walkie-talkie to collect the child from reception. Fisher pick up is from reception.

**Hillfield, Sarratt, Broadwater, Hartspring, Attenborough and Old Park** – drop off is at the playground gate. The gate opens at 7am (7.30 on Tuesdays). Parents picking up at the end of the school day should do so from the playground gate. Pick up after the end of the school day is from reception. Children will be summoned by walkie-talkie and will be brought to reception by a member of staff.

Please note that the serving of breakfast finishes at 8.15am.

If a school or preschool child is dropped off more than 10 minutes before the start of their school day, or collected more than 10 minutes at the end of the school day, they will be charged extra fees. (If the child has a sibling, they may be dropped at the time for whoever's day starts first or collected at the time for whoever's day ends last.)

When nursery children are due to move rooms, parents may make an appointment to view the next room.

No parents are to enter any corridors unless accompanied by a member of staff. They may be asked to make an appointment if they need to enter a corridor or classroom.

If a parent needs to use the toilet, they must sign in and out. This is for fire safety and is a safeguarding procedure, as we need to know who is on site at all times.

If a parent needs to see a teacher or nursery practitioner, they must make an appointment. It may be possible – and indeed simpler – to have an online appointment. If a parent has an appointment, they must sign in at reception and be escorted to the appointment.

Individual parent meetings will be offered in person or online.

**July 2021**